

Sarah in Alaska,

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Physician Recruitment Department-Site Visit Check List

1. Advance Planning

- a. Coordinate mutually agreed upon date(s) for candidate & interview team
- b. Get your realtor on board from the beginning
- c. Hotel arrangements including direct bill
- d. Airline tickets (candidate & spouse/significant other)
- e. Rental Car
- f. Supply Directions-from airport to hotel, hotel to clinic, etc.
- g. Supply itinerary to candidate & team-include: times, names, titles
- h. The itinerary:
 - i. Include names/ titles of interview team
 - ii. Leave enough time for hallway meet & greets
 - iii. Leave enough time for clinic tours
 - iv. Schedule time for meals (good time to include additional staff to join)
 - v. Is lunch ordered?
 - vi. Balance clinical and non-clinical staff
 - vii. For clinical staff involved; are their patient schedules cleared/blocked?
 - viii. Balance of physician and non-physician staff
 - ix. Schedule time for community tour & meet with realtor.
 1. Prepare a separate itinerary for spouse/significant other.
 - x. Allow time for candidate & spouse/sig o to explore on their own
 - xi. **Provide your cell number (they must be able to reach you after hours)**

2. Day of Physicians arrival in town

- a. Check on status of flight
- b. Confirm hotel reservation & any special needs

- c. Drop off copy of itinerary at hotel
 - d. Touch base with physician upon arrival
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- e. Touch base with realtor
 - f. Re-send copy of itinerary, CV, interview questions & interview evaluation to interview team & copy of itinerary to realtor.

3. Day of interview

- a. Pick up at hotel to escort to clinic (leave rental car for spouse/sig o)
- b. Or, meet in lobby of clinic
- c. Tour Guide time-escort everywhere
- d. Wrap up at end of day; determine candidate's interest level

4. Post interview follow up

- a. Follow up with staff immediately to determine interest level
- b. Contact physician w/in 24 hours to reconfirm interest level and let them know ours
- c. Either make offer or reject candidate within 48 hours of site visit

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January 6, 2009